

**B.Sc.-M.Sc. Integrated Program
Semester-I Examination, 2021
Paper Title: English Communication
Paper Code: BCH-AEC-01**

Time: 90 min

Max Marks: 37

Attempt all questions. Use only A4 sheets. All parts of a question must be attempted in continuation. Start answer of a fresh question on a new page. Cite examples and draw labelled diagrams wherever necessary.

SECTION-A (1 X 7=7)

Q.1. Complete the following sentences:

- i. The telephone, letter and email are example of the....
- ii. The nouns which cannot be heard or seen are known as....
- iii. The message is misinterpreted because of the....
- iv. The important component of hearing is....
- v. In the business letter what comes first in their structure....
- vi. The Language for report writing is usually.....
- vii. Environment barriers are usually known as....

SECTION-B (3 X 5=15)

Q.2. Give appropriate answers for ANY THREE of the following

- A. Discuss the Importance of communication in today's world.
- B. Explain the advantages of oral communication over written communication.
- C. Explain the importance of body language in communication.
- D. Explain the profile of a good speaker.
- E. Discuss the Do's and Don'ts of an interview.

SECTION-C (3 X 5=15)

Q.3. Give appropriate answers for ANY THREE of the following

- A. Explain emotional intelligence as one of the 7 soft skills you need to achieve career growth.
- B. What do mean by KOPPACT factors.
- C. Write a speech on the topic: "Leadership is not about being nice. It's about being right and being strong." (Word limit 150-200)
- D. Write a memo informing employees about company policy or process changes. Invent the necessary details.
- E. Write an email to your last employee to request for recommendation letter. Invent the details.
